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## PRELIMINARY INFORMATION FORM (PIF) for ARCHAEOLOGICAL SITES

### Instructions

The Preliminary Information Form (PIF) for Archaeological Sites constitutes an application for preliminary consideration of an archaeological site for eligibility for the Virginia Landmarks Register and the National Register of Historic Places. The PIF is **not** the same as a nomination to the Registers, but is a means for evaluating the **eligibility** of a property for listing. The PIF is evaluated by Department of Historic Resources (DHR) staff and the State Review Board and their recommendations regarding the property's eligibility will be provided to the property owner in writing.

## **Before Preparing a PIF**

The Archaeological Data Manager, <u>Jolene.Smith@dhr.virginia.gov</u>, can determine if previous survey material for the site is on file at DHR and if the site has been previously evaluated by DHR. You are welcome to use this information in preparing your PIF. As part of the PIF process, the site must be added to DHR's inventory database, VCRIS (the Virginia Cultural Resources Information System).

• If you have a subscription to DHR's online database, VCRIS (Virginia Cultural Resource Information System), please also check the electronic record for relevant information.

Archaeologists at one of DHR's three Regional offices are available to answer questions you may have as you begin preparing your PIF. Location and contact information for each Regional office is at <a href="http://dhr.virginia.gov/regional\_offices/regional\_offices.htm">http://dhr.virginia.gov/regional\_offices/regional\_offices.htm</a>. (You also are welcome to ask DHR's Archaeological Data Manager for the contact information.)

### **Preparing a PIF**

A PIF consists of three equally important parts:

1. **Form:** Complete the attached form to the best of your ability, using your own research about the site to be evaluated as well as all available reports of professional investigations of the site and any information that DHR has provided. Remember that DHR's Regional staff also are available to assist you. The form may be completed using Microsoft Word software, typed, or hand-written. If using MS Word, the PIF can be submitted via CD, email, ftp, or other file sharing means.

# Your PIF will not be evaluated if it is missing any of the following information:

- Property owner's signature
- Contact information for the person submitting the form (if different from the property owner)
- Contact information for the City Manager or County Administrator (and Town Manager, if applicable) where the site is located

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#### DHR Guidance Document 4594

- 2. **Photos:** Provide color photographs showing the site's current condition as well as photos taken during field investigations of important features, test units, or other components, and the site's general setting. Submit photo prints on 4" x 6" glossy photo paper and digital images on CD or other file sharing means approved by DHR's Regional staff.
- 3. Maps: A minimum of two maps must accompany your PIF:
  - Location map: This map shows the exact location of the archaeological site. The
    map can be created using Google Maps, Google Earth, Bing, or other mapping
    websites. Maps may also be generated free-of-charge using DHR's <u>public V-CRIS MapViewer tool</u>. Sections of USGS Quadrangle maps also can be printed
    and hand-labeled to mark the site's boundaries or location.
    - o If you have a subscription to DHR's online database, VCRIS (Virginia Cultural Resource Information System), you can create a location map using its mapping tools (click on the "Data Viewer" tab to access maps).
  - **Sketch map:** This map shows the site boundaries in relationship to other features that are important in conveying the location of the site. Please include the name of the site, the state site number, a "North" arrow, date, and "Not to Scale" (if appropriate). The sketch map can be drawn by hand, or an annotated aerial view, tax parcel map or survey map may be used.

## **Submitting a PIF**

Once you have completed the PIF, submit it to the appropriate Regional office. The Regional staff member will inform you when DHR staff will review your PIF and answer any questions you may have about the evaluation process.

**Note:** All submitted materials become the property of DHR and will be retained in our permanent Archive. In addition, materials may be posted on DHR's public website for a period of time during the evaluation process (although sensitive materials, such as location information will be redacted).

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DHR No. (to be completed by D	HR staff)
<b>Purpose of Evaluation</b> Please use the following space to property.	explain briefly why you are seeking an evaluation of this
Are you interested in receiving may Yes No	ore information about DHR's easement program?
1. General Property Information Site name:	
Site address:	
City or Town:	<u>-</u>
Zip code:	
Independent City or County (and	Town, if applicable) where the site is located:
USGS Quad(s)	_
Location Coordinates:  Datum if other than WGS84:	
For sites of 1 acre or less, enter a	single set of coordinates for the approximate center of the site
For sites larger than 1 acre, enter south, west)	coordinates for each edge of the site's boundaries (north, east,
• Latitude:	Longitude:
• Latitude:	Longitude:
<ul><li>Latitude:</li></ul>	Longitude:
<ul><li>Latitude:</li></ul>	Longitude:

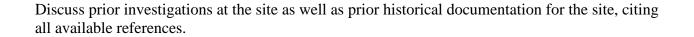
A Phase I report prepared by a professional archaeologist may be appended to this PIF in lieu of completing sections 2, 3, and 4 below. Sections 5 and 6 of the form must still be completed.

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Acreage:	Aspects					
Approximate	e Dimensions:				_	
	ose only one of t Suburban			Hamlet	Rural_	
Briefly descr	ribe the site's en	vironmental s	etting, includ	ing any not	able landscap	e features:
Briefly descretc.):	ribe the current u	ise of the site	(i.e., agricult	ural, indust	rial, residenti	al, recreational,
discuss types	y known threats s of threats facin r long-term in na	g the resource	•			tened Sites Fund nreats are
	ogical Descripti		G:		D	
	ite's archaeolog			·	Pre-	Post





# 4. Archaeological Statement of Significance

Discuss historical and archaeological reasons that the site is likely to be significant. Briefly note any significant events, personages, and / or families associated with the site. Provide a research design and detail what research issues could be effectively addressed with the archaeological remains preserved at this site.



# Sections 5 and 6 of the form must be completed in order for the PIF to be evaluated.

5. Property Ownership (Chec.	• •	•
Private: Public – Local _	Public – State	Public – Federal
or on an additional sheet.) name/title:		nan one owner, please list each below
organization:		
street & number:	-4-4	-11
e-mail:		zip code:
Legal Owner's Signature: Date:• Signature		
In the event of corporate owners contact person.  Contact person:  Daytime Telephone:		
<b>Applicant Information</b> (Individual name/title:		
organization:		
street & number:		
city or town:e-mail:		zip code:
proposed listings of properties we the contact information for the loname/title: locality: street & number:	vithin their jurisdiction. In the ocal County Administrator of	
city or town:	state:	zip code:
telephone:		

Thank you for taking the time to submit this Preliminary Information Form. Your interest in Virginia's historic resources is helping to provide better stewardship of our cultural past.